**Winston Churchill PTA**

**Minutes of Committee Meeting**

**7.30pm, Tuesday 17th September 2018**

**Attendees:** Trish Goodwin, Kathy Guy, Sharon Fogarty, Bill Billingham, Vicky Vellidou, Alexander Moschouris, Steph

**Minutes:**

**Updates on existing projects**

**PE trophies**

* Sharon confirmed that a cheque has been provided to the school to cover the PTA's contribution towards the cost of PE trophies.

**Boot sale**

* As agreed 3 adverts have been booked in the Woking News and Mail. Bill reported that the price includes tweets linked to the add. The ads will appear in October, November and December.
* The PTA facebook page, website and small flyer have all been updated to advertise the sale.
* Bill reported that the October sale was almost full.
* We agreed to try crumpets on the refreshment stall. The group discussed selling doughnuts too but decided to keep it simple this time round and monitor sales.
* Sharon said floats were ready and that she would bring them to the event.
* Trish has banners from Ben. Bill, Kathy and Trish to put these banners up prior to the event.
* **Action: The October sale has already taken place (at time of compiling these minutes) and was a success with most sellers re-booking and the November sale already full. Trish and Kathy compiled a list of changes to make for the next sale (eg ensure we have forthcoming sales advertised; replenish refreshment supplies etc). Volunteers needed to help at the November boot sale on Sunday November 4th.**

**Prom**

* Kathy asked for the 2019 Prom to be put on the agenda in order to ensure that we are efficient with organising.
* Mrs Johnson Walker confirmed that the main contact for the prom is Mrs Debbie Taylor (Year Leader) but that she has been off work poorly so not to contact her. Mrs Johnson Walker said that she would speak to Mrs Taylor and would confirm a date for the prom and let us know.
* Mrs Johnson Walker also suggested that the school were keen to repeat the format of the 2018 prom as it had gone well. All agreed that we should provisionally book the Lord Roberts Centre and that we should ask Year 11 parents to volunteer to organise decorations/theme/planning.
* **Action: At the time of writing an email has been sent to Year 11 parents and replies from volunteers have been forwarded to Kathy and Trish. Kathy has sent all an email and has a mailing list for volunteers. The Lord Roberts Centre has been provisionally booked for Thursday 27th June. The first meeting for volunteers will take place on Wednesday 31st October at 5.30pm in the Discovery Space.**

**Projects going forward**

**Curry night**

* Trish continues to liaise with Sophia at the Asiana and will talk to Mr Philips about the business arrangement once confirmed with the restaurant.
* Mrs Johnson Walker confirmed that she was happy for this collaboration to be pursued.
* **Action: Trish to confirm details with Sophia at the Asiana and Mr Philips at school. We will promote this event to parents (see also below) as early in the term as possible and as soon as a date for the event is fixed. Outdoor classroom**
* All parents present at the meeting re-confirmed an interest in revamping the outdoor classroom. Trish asked Mrs Johnson Walker if she would support involvement from parents and she agreed that she would happy for this to happen. She confirmed that the area is not to be used by students at break time but that it should be used, as originally intended, as an outdoor classroom.
* **Action: At time of compiling these minutes, Sharon and her gardener friend, and Trish, have met and looked at the area. The next stage is to come up with a plan and a list of jobs and to work with the school to gain access. We need a volunteer to lead this project and push it forward.**

**Encouraging more donations and volunteers**

* Following lengthy discussions in July, Kathy had produced a welcome letter to new year 7 parents which she requested went out to them via ParentMail. The letter was approved and was given out at the year 7 information evening.
* Kathy is going to adapt and ask again for a parent mail to be sent, to encourage more donations and to invite parents to the AGM in November.
* We had also discussed both increasing the suggested annual donation to the PTA to £25 per year and to moving the invoice line up on the parents Tucasi page, so that parents immediately see 'annual donation to the PTA'. Mrs Johnson Walker immediately approved this and said she would instruct changes.
* **Action: Kathy to re-draft letter and ask Becky Zimmerman to send out by parent mail during the first week after half term. At time of compiling these minutes I believe that the 'contribution to PTA' appears just below 'trips, events and account balance' and does not specify an amount. It would be useful to monitor the effect of this change.**

**Bank mandates**

* Gaining access to PTA funds continues to be a problem as we no longer have a regular representative from the school on the committee (o**ther than Mrs Johnson Walker) and Trish and Kathy are both concerned that they should not be signatories given that their children will be leaving the school in July 2019.**
* **Action: Sharon to confirm way forward.**

**Date of next meeting (AGM): Tuesday 13th November 2018 (upstairs at the Discovery Space)**